

November 2, 2011

Mr. Employer
123 Main Street, Suite #1
Anytown, ST 12345

Ms. Maternity Leave
345 South Street
Anytown, ST 12345

Dear Mr. Employer,

I recently learned from my doctor, Mr. Physician, that I am expecting and due to deliver in mid-August. Because of this, I am writing to provide you with notice that, beginning on August 1st, 2012, I will be taking maternity leave.

Pursuant to the Family and Medical Leave Act of 1993, I anticipate taking the full 12 weeks available to me for maternity leave. I will be returning to work on November 1, 2012. I understand that these weeks are unpaid. Please let me know what paperwork or other information you require regarding my pregnancy and maternity leave, and I will provide it to you as soon as possible, with delivery promised no later than July 1st, 2012.

Prior to my beginning maternity leave, I will make all necessary arrangements for my co-workers, supervisors and assistants to perform the tasks of my job during my absence.

Although I do not anticipate experiencing any problems with this pregnancy, should any complications arise, it may be necessary for me to take leave earlier than expected. In this circumstance, I will provide you with as much notice as possible as well as any physician records or information you request. I understand that, even should I take my maternity leave early, I am still only entitled to 12 weeks of unpaid federal leave.

Please let me know if you have any questions. I am happy to meet with you to discuss them and provide you with any documentation, including a note from my physician.

Thank you and best regards,

Ms. Maternity Leave